



Accessing the Reporting and Administration Overview Self-Paced Tutorial

1. You must have a WebJunction Indiana username and password to access this course.
 - a. If you already have a WebJunction Indiana username and password, click on the URL below to go to the WebJunction Indiana website, click on Go To Courses and sign in:
<http://www.webjunction.org/partners/indiana.html>
 - b. If you do not have a WebJunction Indiana username and password, click on the URL below to go to the WebJunction Indiana website, click on Request Course Access and fill out the form: <http://www.webjunction.org/partners/indiana.html>
2. After you are logged in, go into the Course Catalog > Indiana Courses > Operating and Automations Systems > Evergreen Administration OR Evergreen Reports.
3. NOTE: You will not receive LEUs for these classes but they will help you learn the software.